



## BOARD OF COUNTY COMMISSIONERS' (BOCC) CONCURRENCE FORM

This form must be completed for all staff reports being prepared for BOCC meetings/public hearings and is the cover sheet for the staff report. The original (single-sided) staff report needs to be submitted to the County Manager's Office one (1) week in advance of the scheduled presentation date. For Closed Sessions please submit the original (single-sided) and 8 (double-sided copies) of the staff report.

To: Office of the County Manager

From (Name & Division): Regina Howell, Budget Officer, County Mgr. <sup>PH</sup> Phone #: x13191

Requested Meeting Date (mm/dd/yr): 06/20/13 Est. Presentation Time: 5 minutes

**Staff Report Topic:**

(The text provided here will also be reflected on the meeting agenda and county's website.)

County Budget Transfer #BT-13-181 Division of Fire & Rescue

County Funds Requested/Required: \$15,000

**Type of Meeting:**

(Click to place a check mark in the following appropriate boxes.)

☒ Administrative Business (The Consent Agenda Committee determines which items are eligible for the consent agenda.)

☐ Worksession ☐ Closed Session ☐ Public Hearing (a.m. ☐ or p.m. ☐)

☐ BOCC/BOE Mtg. ☐ County/Municipalities Mtg.

☐ Power Point Presentation

Board Action Desired: ☒ Decision ☐ Guidance ☐ Information

**Staff Report Review:**

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below :

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> (Page 2)
<input checked="" type="checkbox"/> Budget Officer	<u>PH</u>	<u>6/12/13</u>	<u>N</u>
<input checked="" type="checkbox"/> Finance Director	<u>EW</u>	<u>6/12/13</u>	<u>N</u>
<input type="checkbox"/> County Attorney's Office	<u>                    </u>	<u>                    </u>	<u>                    </u>
<input type="checkbox"/> County Manager	<u>                    </u>	<u>                    </u>	<u>                    </u>

**Other Reviewing Divisions/Agencies:**

(Click to place a check mark in the following appropriate spaces.)

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Animal Control			
<input type="checkbox"/> Business Development & Retention			
<input type="checkbox"/> Citizens Services			
<input type="checkbox"/> Community Development			
<input type="checkbox"/> Emergency Management			
<input type="checkbox"/> Fire & Rescue Services			
<input type="checkbox"/> Health Services			
<input type="checkbox"/> Human Resources			
<input type="checkbox"/> Interagency Information Technologies			
<input type="checkbox"/> Internal Audit			
<input type="checkbox"/> Parks & Recreation			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> Transit Services			
<input type="checkbox"/> Utilities & Solid Waste Management			
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			

**Elected Officials or Independent Agencies:**

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Board of Education			
<input type="checkbox"/> Board of Elections			
<input type="checkbox"/> Board of License Commissioners			
<input type="checkbox"/> Citizens Care & Rehabilitation Center/ Montevue Assisted Living			
<input type="checkbox"/> Frederick Community College			
<input type="checkbox"/> Frederick County Public Libraries			
<input type="checkbox"/> Sheriff's Office			
<input type="checkbox"/> Social Services			
<input type="checkbox"/> State's Attorney's Office			

**Comments:**1. From: \_\_\_\_\_ Date: \_\_\_\_\_2. From: \_\_\_\_\_ Date: \_\_\_\_\_3. From: \_\_\_\_\_ Date: \_\_\_\_\_4. From: \_\_\_\_\_ Date: \_\_\_\_\_5. From: \_\_\_\_\_ Date: \_\_\_\_\_



**FREDERICK COUNTY GOVERNMENT  
OFFICE OF THE COUNTY MANAGER**

*Budget Office*  
*Regina M. Howell, CPA, Budget Officer*

12 East Church Street  
Frederick, Maryland 21701

[www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov)

O: 301-600-3191 F: 301-600-2305

**Commissioners**

Blaine R. Young  
*President*

C. Paul Smith  
*Vice President*

Billy Shreve  
David P. Gray  
Kirby Delauter

Lori L. Depies, CPA  
*County Manager*

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**EXECUTIVE SUMMARY**

**Staff Report Topic:** County Budget Transfer #13-181

**County Funds Requested/Required:** \$15,000

County Budget Transfer #13-181 – Submitted by the Division of Fire & Rescue requesting to transfer money from the Returned Money Fund to repair the front apron at the Citizens Truck Company Fire Station. This project is being partnered with the City of Frederick using their contractor. The amount is \$15,000 and is the cost for the portion that is on the fire station property.

Staff recommends approval of County Budget Transfer #13-181.

FREDERICK COUNTY  
BUDGET TRANSFERJune 6, 2013  
Request Date

TRANSFER NO.:

BT-13-181

Division of Fire Rescue  
DepartmentSteve Leatherman  
Department HeadDoug Brown  
Acting Division Director

## DESCRIPTION/REASON FOR REQUEST:

To transfer money from the Returned Money Fund to the Building/Grounds repair account under Dept. 8204. This is to repair the front apron at the Citizens Truck Company Fire Station. This apron is shifting/sinking. This project is being partnered with the City of Frederick using their contractor. The City is going to be responsible for the area in the City right-a-way to the street. The amount in this transfer is the portion that is on the fire station property.

## REVENUE:

New #	Fund-Dept-Project-Acct #	Account Description	Increase	Decrease
	10-8204-45924-F00001	Misc Revenue	15,000	
		<b>TOTAL</b>	<b>15,000</b>	<b>0</b>
Net Change			15,000	

## EXPENDITURES: APPROPRIATIONS (PEOPLESOFT)- PERSNL, OPERAT, CAPITA, and REIMB

New #	Fund-Dept-Project-Approp	Appropriation Description	Increase	Decrease
	10-8204-F00001-OPERAT	Operating Approp	15,000	
		<b>TOTAL</b>	<b>15,000</b>	
Net Change			15,000	

## EXPENDITURES: ACCOUNT LINE DETAIL

New #	Fund-Dept-Project-Acct #	Account Description	Increase	Decrease
	10-8204-F00001-52401	Building / Grounds	15,000	
		<b>TOTAL</b>	<b>15,000</b>	<b>0</b>
Net Change			15,000	

RECEIVED  
JUN - 6 2013  
FREDERICK COUNTY  
BUDGET OFFICE

BUDGET OFFICE APPROVAL

DATE APPROVED

PRESIDENT, BOCC

**Ed Moss**

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**From:** Ed Moss  
**Sent:** Thursday, May 23, 2013 7:02 AM  
**To:** Mike Winpigler  
**Subject:** RE: Citizens Fire hall

Mike,

This is estimate you can tell fire company what would there share be, I need an address so I can mail them an estimate to sign.

Thanks

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**From:** Mike Winpigler  
**Sent:** Wednesday, May 22, 2013 3:03 PM  
**To:** Ed Moss  
**Subject:** Re: Citizens Fire hall

Okay. Sorry I see it now.

Sent from my iPhone

On May 22, 2013, at 3:00 PM, "Ed Moss" <[emoss@cityoffrederick.com](mailto:emoss@cityoffrederick.com)> wrote:

Mike,

Here you go!

City of Frederick Cost: 130 L.F. Curb & Gutter \$3,640.00.

800 S.F. of Apron 6" x 2 = \$10,400.00.

Citizen : 750 S.F. of Apron 6" x2 = \$9,750.00.

\$5,000.00 for CR-6 and other Items as needed.

Hope this works for you guys! Edgar Moss

BT-13-181

# City of Frederick

Building Department

Page 1 of 2

## MISCELLANEOUS CONCRETE AGREEMENT

DATE: June 4, 2013

OWNER: Citizen's Truck Company

LOCATION: 15 South Court Street  
(Location of Work)

### Estimated Costs from Page 2

TOTAL ESTIMATE: \$ 29,040.00

ESTIMATED CITY RESPONSIBILITY: \$ 14,040.00

**ESTIMATED OWNER RESPONSIBILITY**..... \$ 15,000.00

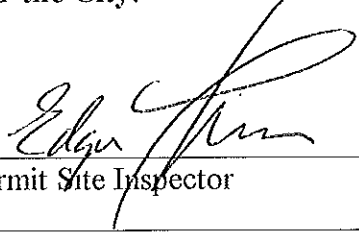
I (We), being all the Owners/Agents of the property located at the above address, authorize the City of Frederick, through it's contractor, to perform the work described on the attached estimate.

I (We), understand that the prices provided on the attached estimate are only approximate and final billings by the City would be based on actual field measurement. The final price may vary depending on the actual limits and actual conditions encountered including rock, unstable soil, etc.

I (We), also agree to pay for the actual costs.

For the City:

For the Owner:

  
\_\_\_\_\_  
Permit Site Inspector  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date

City of Frederick  
Building Department

ESTIMATE

Page 2 of 2

DATE: 6-4-2013 OWNER: Citizen's Truck Company LOCATION: 15 South Court Street

ITEM	Quantity	Unit	Unit Price	Total Estimate	CityEst'dCost*	OwnerEst'dCost
Excavate 4" Concrete Sidewalk		C.Y.			\$ 0.00	
Furnish & Install 4" Concrete Sidewalk		S.F.			\$ 0.00	
Excavate 6" Concrete Sidewalk or Apron		C.Y.			\$ 0.00	
Furnish & Install 6" Concrete Sidewalk or Apron		S.F.			\$ 0.00	
Re-lay Existing Brick* *		S.F.			\$ 0.00	
<i>Damage Caused by Street Trees Only*</i>					\$ 0.00	
Excavate 4" Concrete Sidewalk		C.Y.				
Furnish & Install 4" Concrete Sidewalk		S.F.				
Excavate 6" Concrete Sidewalk or Apron		C.Y.				
Furnish & Install 6" Concrete Sidewalk or Apron		S.F.				
Re-lay Existing Brick* *		S.F.				
<i>Other:</i>						
12" Driveway (CR-6, Steel, and other Items as Needed				\$15,000.00		\$15,000.00
130 Curb & Gutter	130	L.F.	\$28.00	\$3,640.00	\$3,640.00	
12" Apron	1,500	S.F.	\$6.50	\$9,750.00	\$9,750.00	
• Total Estimate				\$29,040.00	\$14,040.00	\$15,000.00

\*City Responsibility @ 50% (if damage caused by street tree)

\*\*If brick walk is to be replaced, please indicate which pattern you have chosen from Detail Sheet S-36 (attached):

DESCRIPTION OF WORK (Limits of work are marked, as painted, in the field):

BT-13-181